

# HAUTES CAPELLES

# PRIMARY SCHOOL



## PROSPECTUS 2021/2022



States of  
Guernsey

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[www.gov.gg](http://www.gov.gg)

# Hautes Capelles Primary School

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April 2021

Dear Parents

As Headteacher of Hautes Capelles Primary School, I am delighted to welcome your family to join us as partners in your child's education. The staff and I will seek to provide the best possible opportunities for your children, whilst ensuring they feel safe and happy in a secure and caring environment. We aim to provide a well-rounded education so that they can achieve their potential and seek to help them to become caring and responsible young members of our community. As a school we recognise and support the United Nations Convention on the Rights of the Child and base our provision upon these Articles. A copy of these Rights are available if you would like one.

We hope you will help and support our aims through activities at home and school. It is important to us that you have all the information required about our school and that you feel welcome to share in celebrating our achievements and successes. Our most recent school validation can be found at:

[www.education.gg/inspections](http://www.education.gg/inspections)

This prospectus will provide you with all of the information that you require but if you do have any additional questions please do not hesitate to come into school and ask.

Welcome to our school family!

Yours sincerely

A handwritten signature in cursive script, appearing to read 'S. Coughlin', written in black ink.

**Mrs Sue Coughlin**  
Headteacher

# Hautes Capelles Vision

Our school is a place of learning where everyone's UNCR\* rights are valued and positively supported. We will enable the children to take responsibility for their learning to achieve their full potential.

We will endeavour to do this by:

- everyone having a right to feel safe and secure (*Article 6*)
- respecting everyone and being respectful (*Article 2*)
- developing a love of learning and be inspired to achieve our personal best (*Article 28 &29*)
- ensuring that the children have an active voice in decision making (*Article 12*)

*\*United Nations Convention for the Rights of the Child*

## **Mission statement**

Helping children progress and succeed

## **Our Values**



## Staffing For Academic Year 2021/2022

### School Committee:

President of Parochial Committee	Mary Lowe
Education Sport & Culture Representative	Deputy Sue Aldwell
Parish Representatives	David Corson Paul Le Pelley Paul Van de Tang

### Teaching Staff:

Headteacher:	Mrs S Coughlin
Deputy Headteacher:	Mrs J Ballentine
Assistant Headteacher/SENCO:	Mrs K Fyfe

### Teachers:

<b>Reception 2021/22</b>	Mrs D Collis (Reception Phase Leader) Mrs S Conlan
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### Current KS1/KS2 Teachers 2021/2022

Year One	Mrs A Walters (Year 1 and Year 2 Phase Leader) Mrs N McClean Miss N Bourne
Year Two	Mrs Bougourd Mrs S Oliphant/Mrs K Wallbridge Mrs Le Marre
Year Three	Mrs J Hind (Year 3 and Year 4 Phase Leader) Mrs S Newstead Mrs D Smart
Year Four	Mr A Bougourd Mrs E Le Flocq Mrs L Ashworth
Year Five	Mrs K Le Prevost Miss S Driscoll Miss K Henry
Year Six	Ms J Lavery (Year 5 and Year 6 Phase Leader) Miss S Higgins Mr J Cartwright

<b>Part time Teachers:</b>	Mrs Le Page
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### **Learning Support Assistants:**

Reception	Miss Z Blake Miss J Bougourd
Key Stage 1	Mrs V Buckholt Mrs M Dowding Mrs Louise Martel Mrs Liza Martel
Key Stage 2	Mrs D Wright Miss J Smith Mrs M Laine Mrs J Harvey

### **Administration Assistants:**

Infant Department	Mrs M Brehaut
Junior Department	Mrs K Baudains

<b>Caretaker:</b>	Mr T Martel
<b>Assistant Caretaker:</b>	Mr A Jeffries

### **We are a Unicef UK Rights Respecting School!**

Hautes Capelles Primary School aims to be a school where children's rights are at the heart of our ethos and culture, to improve well-being and to develop every child's talents and abilities to their full potential. As part of this plan we are working towards recognition as a 'Rights Respecting School', an award given to schools on behalf of Unicef UK. In Autumn 2020 we were awarded Silver status and we are now working towards Gold.

Unicef is the world's leading organisation working for children and young people and their rights. In 1989, governments across the world agreed that all children have the same rights by adopting the UN Convention on the Rights of the Child (UNCRC). These rights are based on what a child needs to survive, grow, participate and fulfil their potential.

Hautes Capelles Primary School pupils will learn about their rights by putting them into practice every day. A Rights Respecting School models rights and respect in all its relationships.

We really hope that you will be able to support our school on our journey towards becoming a Unicef UK Rights Respecting School. It would be great if you could spend a few minutes reading through our questions and answers on the back of this letter, and also find a bit more about the Convention on the Rights of the Child by visiting [unicef.org.uk/crc](https://www.unicef.org.uk/crc).

For further information about Rights Respecting Schools please visit: [www.unicef.org.uk/rrsa](https://www.unicef.org.uk/rrsa)

# The School Day and Term Dates

## Infant Department

8.40 am	Start of School Day
10.20 – 10.35 am	Morning Break
11.50 – 12.50 pm	Lunch Break
2.40 pm	End of School Day

## Junior Department

8.40 am	Start of School Day
10.20 – 10.35 am	Morning Break
11.50 – 12.50 pm	Lunch Break
2.50 pm	End of School Day

**Parents are not allowed to leave children on the school playground before the day starts. At 8.30am the school gates are opened for the children to come straight into school.**

The term dates for this academic year are as follows. Future years can be found at [www.gov.gg/termdates](http://www.gov.gg/termdates)

## 2021 - 2022

Autumn Term	<p>Wednesday 1<sup>st</sup>/Thursday 2<sup>nd</sup> September</p> <p>Friday 3<sup>rd</sup> September</p> <p>Monday 25<sup>th</sup> October – Friday 29<sup>th</sup> October</p> <p>Wednesday 22<sup>nd</sup> December</p>	<p>Term Starts (Staff)</p> <p>Term Starts (Pupils)</p> <p>Half Term</p> <p>Term Ends</p>
Spring Term	<p>Wednesday 5<sup>th</sup> January</p> <p>Thursday 6<sup>th</sup> January</p> <p>Monday 21<sup>st</sup> – Friday 25<sup>th</sup> February</p> <p>Thursday 7<sup>th</sup> April</p>	<p>Term Starts (Staff)</p> <p>Term Starts (Pupils)</p> <p>Half Term</p> <p>Term Ends</p>
Summer Term	<p>Monday 25<sup>th</sup> April</p> <p>Tuesday 26<sup>th</sup> April</p> <p>Monday 2<sup>nd</sup> May</p> <p>Monday 9<sup>th</sup> May</p> <p>Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June</p> <p>Tuesday 19<sup>th</sup> July</p>	<p>Term Starts (Staff)</p> <p>Term Starts (Pupils)</p> <p>May Day Holiday</p> <p>Liberation Day</p> <p>Half Term</p> <p>Term Ends</p>

## Lunchtime

Whilst children are able to stay at school for lunch under supervision, they are also allowed to go home. We do reserve the right to refuse permission for a child to stay for lunch because of consistent bad behaviour that puts themselves or others in danger. A daily register is used to check numbers for emergencies, which may occur. Reception children may stay for lunch once they attend full time.

## Lunchboxes

Please provide a healthy balanced packed lunch and drink in a named unbreakable container. **We do not allow the children to have fizzy drinks, chocolate bars or sweets in their lunch.**

## Snacks

As part of encouraging our children to eat a healthy, balanced diet we would request that snacks are healthy, for example fruit or low sugar based cereal bars. Water bottles should only contain water although we appreciate that at lunchtime children may prefer a low sugar squash/fruit juice.

## Attendance

The expected level of attendance for children is 95%. Every child's attendance is monitored on a half-termly basis. Children whose attendance is below 95% will be informed in writing and attendance will be closely monitored until it becomes more secure.

## Leave of Absence during Term Time

It is the responsibility of the parents to ensure that their children receive full time education and, as far as possible, avoid any disruption to their education. Education Services and the school are very concerned that children's educational progress can be put at risk if they are taken out of school during term time. Wherever possible, absence during school term time should therefore be avoided. **Holiday leave for all children will be classed as an unauthorised absence** and please note that the school is under no obligation to set work for pupils absent for family holidays or provide extra work to make up for non-attendance. Education Services policy on attendance can be found at: [www.education.gg/article/20123/School-attendance-and-absence](http://www.education.gg/article/20123/School-attendance-and-absence)



# Uniform

We encourage all children to wear the school colours of jade green and grey. Children wear the school sweatshirt with grey skirts or grey trousers / shorts. Jade green polo shirts or a white shirt / blouse can also be worn. In the summer girls often wear a green check dress. In the summer, children will need a hat when they spend increased amounts of time outside. Good quality second hand items are always available in the Junior building and at PTA events for purchasing at a reasonable price of £1 per item. Your child will be using the stairs in school several times a day – it is therefore essential for their own safety that sensible shoes are worn. Some shops sell a fleece jacket which is considered by staff to be an outdoor garment and to be too warm to replace a cardigan/jumper inside.

We encourage children to take pride in themselves and their school. **Please make sure that every item of clothing is clearly marked with your child's name, as a great amount of time is spent searching for lost property.**

## Assistance with School Uniform

Education Services has for many years provided assistance to parents who have experienced difficulties in meeting the cost of their children's school uniform and sportswear.

The Education Social Work Service is responsible for the administration of clothing grants for pupils attending both mainstream primary and secondary schools. **Parents who wish to apply for clothing grants must contact the Education Social Work Service (telephone 224000) at the beginning of the school summer holidays.** This Department will determine entitlement to a uniform grant and parents will be advised accordingly.

## Jewellery

Children are not encouraged to wear jewellery of any kind in school. If a child has earrings, only studs should be worn. Could you please refrain from having ears pierced during term time. We would ask on swimming and PE days that children do not wear earrings or any other jewellery. We will expect your child to be able to tape up any irremovable jewellery for games lessons themselves.



## PE Kit

All children need a change of clothing for PE – shorts (plain) and a house coloured T-shirt. Suitable shoes, pumps or light trainers are also required. It is important for safety reasons that children wear shoes that grip the floor and do not restrict ankle movement. Can you please mark all the items with your child's name. Your child will be informed of any appropriate protective wear that may be required for some games lessons. All items can be stored in a suitable bag and left on your child's peg. **Please note that children starting Reception in September will not need pumps until the following summer term.**

## **Swimming**

All children will have regular swimming sessions during the year. Our pool is operational from October half term until Easter and all children swim every week during this time.

You will be given advance notice of their swimming times when they will need a towel, a plain one-piece bather (for safety reasons boys are not allowed to wear board shorts) and a swimming cap. Swimming caps are on sale from the school office.

We often need support to supervise these sessions for the Infant children. If you could spare some time it would be much appreciated. Please note that volunteers for swimming must be police checked.

## **Lost Property**

Any items found during the day are normally placed in containers, which are kept in a central place. These are cleared regularly and children should always check there if they cannot find something they have lost. We are constantly amazed at the amount, and value of clothing, which is unclaimed. At the end of each term, we normally offer lost property to a deserving charity.

## **Pupils' Property**

The school will take all reasonable measures to prevent loss or damage to pupils' property. However, if something belonging to a pupil is lost, stolen or damaged on school premises or during a school visit the school does not accept responsibility for meeting the cost of replacing the item.



# Curriculum

Purposes: The Bailiwick of Guernsey Curriculum is designed to enable all students to learn and achieve whilst promoting their spiritual, moral, social and cultural development in preparation for the opportunities, responsibilities and experiences of life. Students need to become

## Successful Learners

<ul style="list-style-type: none"> <li>enthusiasm and motivation for learning</li> <li>determination to reach high standards of achievement</li> <li>openness to new thinking and ideas</li> </ul>	<ul style="list-style-type: none"> <li>use literacy, communication and numeracy skills</li> <li>appreciate the creative arts and develop a sense of aesthetic awareness</li> <li>use technology for learning</li> <li>think creatively and independently</li> <li>learn independently and as part of a group</li> <li>make reasoned evaluations</li> <li>appreciate, link and apply different kinds of learning in new situations.</li> </ul>
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## Confident Individuals

<ul style="list-style-type: none"> <li>self-respect and esteem</li> <li>a sense of physical, mental, emotional and spiritual well being</li> <li>secure values, beliefs and morals</li> <li>ambition</li> </ul>	<ul style="list-style-type: none"> <li>relate to others and manage themselves</li> <li>appreciate the importance of physical activity</li> <li>be self-aware</li> <li>develop and communicate their own beliefs and view of the world</li> <li>live as independently as they can</li> <li>assess risk and take informed decisions</li> <li>achieve fulfilment in different areas of activity.</li> </ul>
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## Responsible Citizens

<ul style="list-style-type: none"> <li>respect for others</li> <li>commitment to participate responsibly in political, economic, social and cultural life</li> </ul>	<ul style="list-style-type: none"> <li>develop knowledge and understanding of the world and the Bailiwick's place in it</li> <li>appreciate local heritage and community whilst understanding different beliefs and cultures</li> <li>make informed choices and decisions</li> <li>evaluate environmental, scientific and technological issues</li> <li>develop informed and ethical views.</li> </ul>
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## Effective Contributors

<ul style="list-style-type: none"> <li>an enterprising attitude</li> <li>resilience</li> <li>self-reliance</li> <li>an ability to engage with change</li> </ul>	<ul style="list-style-type: none"> <li>communicate in different ways and in different settings</li> <li>work in partnership and in teams</li> <li>take the initiative and lead</li> <li>apply critical thinking in new contexts</li> <li>create and develop</li> <li>solve problems.</li> </ul>
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## **How we organise teaching and learning**

Each class in the school is the responsibility of their teacher. Presently there are 3 parallel mixed ability classes in each year, however for this academic year there will only be 2 classes in our Foundation Stage. At the end of the academic year, after careful consideration, the children are reorganised to ensure an even balance of classes for the following year and to allow children to develop social skills by generating new friendships and working with new children. A range of teaching strategies are used to maximise the potential for learning. We aim to ensure that every child's learning programme is broad, balanced and is a match for individual needs. How children learn can be as important as what they learn. The curriculum should therefore be seen as much in terms of experience as of knowledge, skills and understanding. It is also concerned with personal development, behaviour and making the most of opportunities.

The curriculum is organised into three sections:

Foundation Stage – Reception

Key Stage 1 – Year One and Year Two

Key Stage 2 – Years Three, Four, Five and Six

## **Moving to a different Key Stage**

As the children move towards a different Key Stage in the half term before the move, the staff and children engage in a lot of transition activities. These may include spending almost two full days with their new teacher, joint activities with the year above or teachers visiting them. Every child receives a booklet about their new class to help them get ready for the move.

Year 2 parents are invited to a meeting about the move to Year 3. Although we are one school, there are slight differences between the Key Stages and this aims to ensure that everyone has a clear understanding of the Key Stage and reducing anxieties.

## **Inclusion**

The children in school have varied abilities and needs but we strive hard to ensure that all of our children and the community are included in the school curriculum and events. **Mrs Fyfe** is responsible for overseeing the support we put in place, liaise with the outside agencies and manage the learning support team in school. She can be contacted through the school office and a copy of our Inclusion Policy is available on the school website.

## **Homework**

Homework is one way of actively involving you in your child's learning. Short activities of different kinds provide a very important opportunity for our children to talk about what they are learning to an interested adult, and to practise key skills in a supportive environment.

We ask you to read to or with your child on a daily basis and we provide a 'Reading Diary' for your comments. The staff will also write in the diary so that you are aware of the skills your child is acquiring and things that need practising. The reading book and diary should be returned to school every day.

The volume of homework will increase to a certain amount throughout your child's life in the school. We also recognise that family life and out of school hobbies are also very important so a suitable amount of work is set.

## **Extra-Curricular Clubs**

Staff give willingly of their time and talents and volunteer to provide a range of extra-curricular activities i.e. choir, netball, football, athletics, art and fit clubs. Whenever possible we offer pupils the opportunity to participate in a variety of clubs some of these take place after school and some during the lunch period.

## **Personal, Social and Health Education**

In all aspects of school life we aim to promote the personal and social development of children. We believe that it is critically important that we teach the children to become healthy individuals through the promotion of physical good health and by supporting their mental health and emotional wellbeing. This is taught in specific PSHE lessons in addition to cross curricular topics in Science, Literacy and Physical Education.

We help children to understand and come to terms with growing up. 'Sex Education' is taught in Years 5 & 6 by the Complementary Health Team (SHARE), with teachers in attendance to answer any questions. Parents are informed of when the lessons will be. Other outside agencies such as St Johns, Fire & Rescue Service and the local Police are invited into school to deliver specific aspects of PSHE.

## **School Visits and Residential**

The children are taken out of school on various educational visits which tie in with their curriculum topics along with residential visits in Key Stage 2. When your child starts school in the Reception Year you will be asked to sign a form giving permission for your child to go on such outings. A new permission form is sent out at the beginning of each year for you to complete and return, should your arrangements change. When visits require special instructions such as special clothing to wear or a packed lunch, a separate letter would be sent.

Residential require a different detailed parental consent and detailed information is provided in advance of the trips. These provide an important opportunity for personal development and teamwork and are offered to every year group in Key Stage 2.

## **ICT and E-safety**

We are conscious that the Internet can be a very useful tool but has associated dangers. We have a robust "Firewall" system in place for use in school but even that may be breached. We will use Intranet sites or safe sites whenever possible. Pupils will not be allowed unsupervised access to the internet and all children and parents will be asked to sign an Acceptable Use Agreement at the beginning of each Key Stage. If you are concerned about any issue concerning the use of the Internet in school please do not hesitate to contact the school.



# Pastoral Care

## Behaviour

Good behaviour is expected of all children in the school. We encourage this to be child-centred and lay down rules which are concerned in the main with Health and Safety issues. Classes also discuss their own internal rules. We will seek to encourage good behaviour and celebrate achievements at all times. There are a series of sanctions which can be put in place if a child's behaviour is considered to be inappropriate. These range from time out, loss of playtime, being sent to a senior member of staff, to contact with parents to discuss the child's behaviour pattern. In extreme cases Education Service guidelines on exclusion will be used.

Staff will actively promote good behaviour in school, and would like your help in making it work. If the children are to have self-discipline, they should know that their actions have consequences.

If the rules are kept, no children at our school will feel they are being bullied. Please let us know if your child is not happy at school. We cannot achieve our aims without your support.

A copy of our behaviour and bullying policy are available on request or on our school website [www.capelles.sch.gg/information](http://www.capelles.sch.gg/information)

## Medical Care

If your child is unwell at school, we will make every effort to contact you. It is very important that we have up-to-date home, work and mobile telephone numbers. Until we have contacted you we will take any care required in the interests of your child. The School Nurse monitors the children as they enter school through a medical questionnaire and is available for you if you require her support, including requests for hearing tests. Contact can be made through the school office or through Lukis House.

The School Nurse no longer makes periodic visits to check for head lice, so please ensure that you check your child's hair weekly. Should you discover your child has an infestation, please advise school, we will then send out a letter to all parents of that year group requesting they check and, if need be, treat their child's hair.

## Administration of Medicines

We draw your attention to Education Services' policy, which is:

- **Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.**
- **Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administering, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container**

For pupils with chronic disorders such as asthma, diabetes or epilepsy, who require medication whilst at school, the Department request that you also complete the form of authorisation, which can be obtained from the school Secretary. We cannot accept inhalers if the parental form has not been completed. Children should be able to use inhalers by themselves once instructed by parents.

Medicines should not be kept in pupil's bags, but handed into the office or to the Headteacher at the start of the day. I ask for your understanding in this matter, as our first priority is the welfare of your child.

## Accidents

If a child is involved in a minor accident in school, the appropriate treatment will be given. In the case of a head injury, parents are contacted directly to inform them of the injury.

If a child is injured as a result of an accident at school, Education Services will cover the cost of treatment within a set limit. Payment of these expenses does not mean that the Department has accepted legal responsibility for the accident. If a child is taken to the doctor after an accident at school, this must be within 24 hours of the accident and the doctor should be informed that the injury has occurred at school

## Dental Treatment

If a school accident results in damage to a tooth, free treatment can be obtained at the School Dental Clinic if seen within 24 hours. If the child is found to need emergency treatment and the Clinic is closed, a school dentist can be contacted by telephoning the Accident and Emergency Department at the PEH. Private treatment given after a school accident is not paid for.

## Leaving School for Appointments

If a child has to leave school during the day for medical appointments etc, they must be collected by an adult and signed out of the building to ensure our fire registers remain up to date.

## Child Protection

All island schools are required to comply with the 'Inter-agency guidelines and procedures for child protection', as laid down by the Guernsey Child Protection Committee. Should any school suspect child abuse, the Headteacher has an obligation to report such matters to the 'Children and Young People's Services'. They will then determine what action, if any, should be taken. <http://www.icpc.gg> Our Child Protection Officer is **Mrs S Coughlin, Headteacher**. In her absence Mrs Ballentine, Deputy Headteacher, deputises in this role. Any concerns for a child's welfare must be communicated to them.

## Role of Parents

We believe the interest and support of parents in all aspects of school life is of great importance. We aim to keep parents well informed about their child's education so that they too can play an effective role in their child's schooling. We currently use Class Dojo to communicate with parents and would encourage all parents to set up a Google account as this is used to access distance learning and parent questionnaires. Formal consultations with parents are arranged throughout the year, when children's progress is discussed. A written report is sent to parents at the end of the Summer term. Parents are welcome to contact their child's teacher via the school office regarding any matters which may be causing them concern. Where an immediate meeting may not be possible, an alternative arrangement will be made.

Parents are welcome to visit the school at any time but must appreciate that the Headteacher and staff may not be able to give them quality time without a prior arrangement.

It is very important that you keep the school informed of any changes that may affect your child. Please let us know promptly about any medical, physical or emotional difficulties which may affect your child's education or happiness in school.

We would be most grateful for your co-operation in:-

- being enthusiastic about school and interested in what your child is doing
- supporting the school in discipline matters
- ensuring that as far as possible, clothing and belongings are clearly marked with the child's name
- sending money to school only when it is for a specific purpose
- inform the school by 9.30 am of any child's absence
- informing the school of changes of address or telephone number **(particularly mobile telephone numbers in the event of an emergency)**
- informing the school of any temporary, or more enduring anxieties, which you or your child may have
- ensuring that your child knows about the arrangements for going home from school and that if these are changed for any reason, the class teacher is informed
- ensuring that toys and other possessions are not brought to school unless they are the 'VIP' child or as requested by the class teacher for curricular work.

### Parent Complaints

Complaints of a minor nature may be dealt with by reference to an individual teacher, preferably at the end of the school day, or before the start of the next. This should be arranged through initial contact with the school Secretary. If a parent feels the matter is still unresolved, this can be referred to the phase leader. Complaints of a more serious nature must be dealt with by an appointment made with the Headteacher, who will record all relevant details. If the matter remains unresolved, parents may contact Education Services and follow the States of Guernsey Complaints Policy. Please note that whilst we understand the upset a parent can feel around difficult situations for their children, abusive or aggressive behaviours towards staff will not be tolerated.

### Parent Teacher Association (PTA)

As a parent of a child in school you are automatically a member of the PTA. This is very active and supportive and arranges a number of social and fundraising events throughout the year. A great deal of money has been raised by the PTA for additional equipment that we would not normally be able to purchase.

The Annual General Meeting when committee members are elected is held in the Autumn Term. Your support at PTA events would be very welcome.



# Miscellaneous

## Data Protection

Personal data held by schools about pupils and parents is covered by the Data Protection (Bailiwick of Guernsey) Law 2001. This means that the data held about pupils must only be used for specific purposes allowed by Law. The Headteacher for a school is registered as the data controller. This means that the school needs to comply with the requirements of the Law in collecting, processing and disposing of your personal information.

We are required to tell you about the types of data held, why the data is held and to whom it may be passed on.

The school holds information on your child in order to:-

- contact you at home on school related matters
- support your child's teaching and learning
- record their educational progress
- give appropriate pastoral care
- assess the school's overall progress

The information held includes contact details, family details, attendance information and characteristics such as special educational needs and relevant medical history.

Pupils have a general right of access to personal information held about them. All rights under the Data Protection Law rest with the child once he or she is able to understand these rights. In practice, this is normally taken to be 12 years of age, but it can be more or less. If you wish to have access to personal data held about your child, you can submit a request to the Headteacher. The school is allowed to charge for supplying the information, but the charge cannot exceed £10. Normally, however, a charge will not be made. The school has up to 60 days to provide the information following a request.

## Photographs

We are very proud of the exploits of pupils in the school. To encourage pride in the school we invite the Guernsey Press to cover interesting events and occasionally they or the radio or television contact us. Quite often this results in a photograph of a small number of children being printed in the local paper or a film clip on the television. In addition we like to celebrate events or children's achievements through our school website and Twitter account. Christian names only are usually printed. We therefore send a form for parents to sign at the beginning of their first school year, giving you the option to exempt your child from having his/her photograph taken for these purposes.

## School Bus

There is one school bus in the morning and two in the afternoon, one for each Key Stage. The bus routes are as follows:-

Morning bus	(8.00am) La Longue Rue – Rouvets Road - Pleinheume Road – La Rue des Cottés – La Route de Passee – La Route de Port Grat – La Route de Picquerel – L’Islet - Les Petites Mielles – La Route Carre – Grand Fort Road – Petites Capelles Road – School
Afternoon bus	Infant - (2.45 pm) School – Les Canus – Pont Vaillant Estate – Verte Rue – Landes du Marche – La Rue Sauvage – Grandes Maison Road – La Rue des Cottés – La Route de Passee – coast road as far as L’Islet – Les Petites Mielles – La Route Carré
	Junior – (3.00 pm) School – La Routes des Capelles – La Verte Rue – Les Portes – La Route des Longcamps – La Longue Rue – Route de Camp du Roi – La Rue Sauvage – Grandes Maison Road – La Rue des Cottés – La Route des Passee – coast road as far as L’Islet – Les Petites Mielles – La Route Carre

**We do advise that parents think very carefully about sending Reception children on the bus on unknown routes and stopping points, particularly if there are diversions. Children must be met at the bus stop as they get off.**

**Use of the school bus will be subject to a signed agreement between parents and the Committee for Environment and Infrastructure. Children’s actions that break this agreement may result in the use of the bus being withdrawn.**

## Bus Behaviour

All pupils are expected to:

- Wait quietly until the bus arrives
- Enter the bus in an orderly fashion
- Sit down and remain seated throughout the journey
- Be polite to the driver and other passengers
- Have regard for the bus furnishings and other accessories
- Obey the bus driver’s orders
- Generally behave in a manner appropriate to pupils at Hautes Capelles Primary School

## Cycling

Cycling to school is, in the interests of safety, restricted to children in Years 5 and 6. Normally, children are expected to take their cycling proficiency test during Year 5. Should they fail to pass this test twice they should not, for their own safety, be allowed to cycle to school. All cyclists use the entrance to the front of the school when entering or leaving and only when supervised.

## **Car Park**

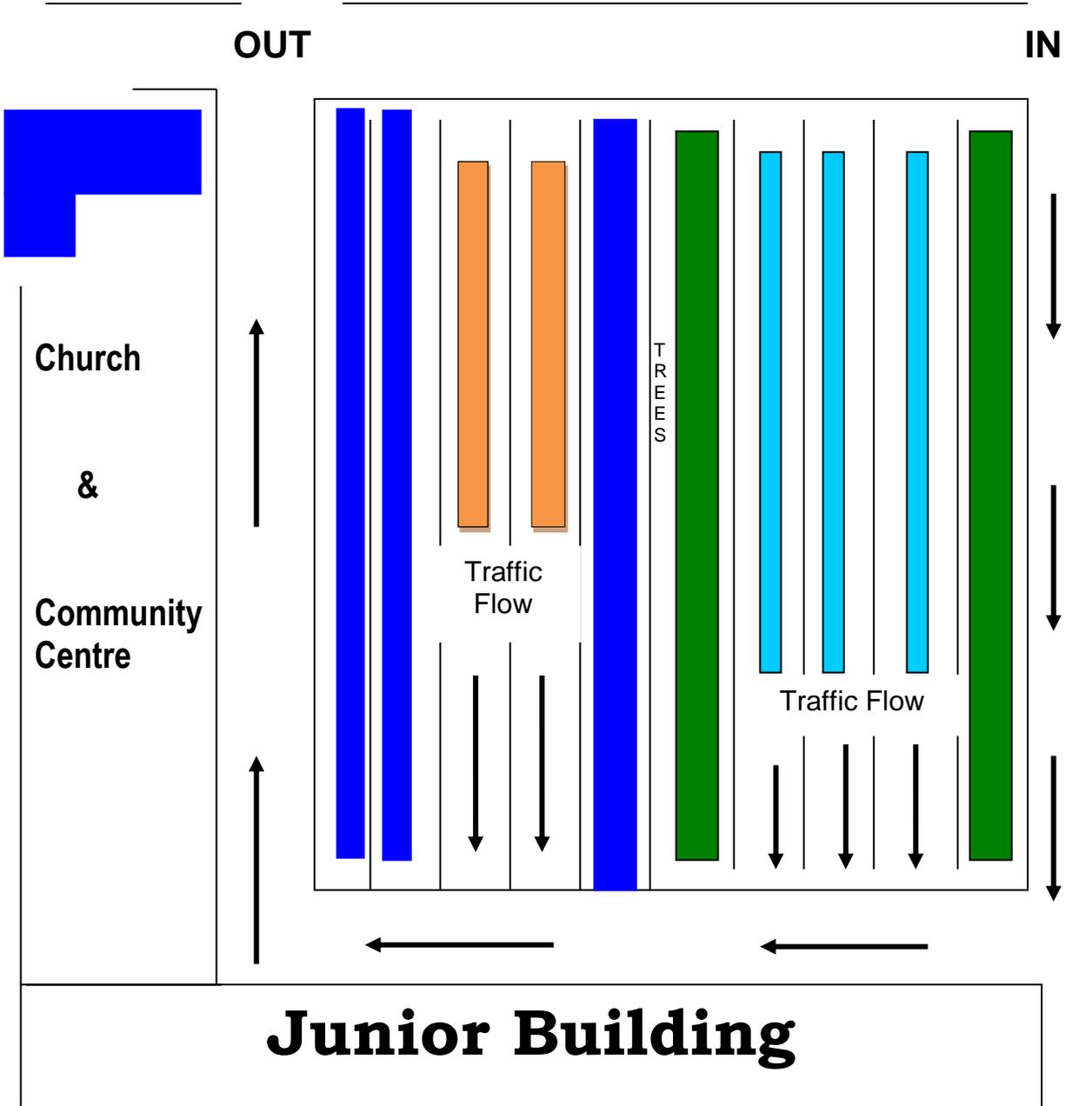
All parents bringing children to school by car are asked to drive slowly and carefully whilst in the car park. Children may be dropped off or collected from the car park.

In the morning we operate a drop off system. Cars pull into lanes on the car park all facing the school. Please do take care and be extra vigilant of children and staff moving around the cars. At the end of the day, cars can be parked whilst you are collecting children. We would ask that those parents collecting from Infants and Juniors park on the side nearer the church. We would also respectfully ask that those collecting Junior children do not arrive before 2.50pm. At this time of day children are not allowed on to the car park itself unless accompanied by an adult; they are instructed to remain behind the wall in front of the school. Please do not park in the freeway round the parking lines and **no parking** areas are clearly marked.

**Please collect all Key Stage 1 children from their classroom doors / identified areas.**

Please make sure that any childminders, grandparents, friends etc. picking up your children are aware of these arrangements.

# La Route des Capelles



**KEY**

- ← Denotes Traffic Flow
- Blue Staff Parking
- Green Helpers/Visitors Parking
- Cyan Single child Only Collection Parking
- Orange Infant & Junior Collection Parking

**Infant Building**

## **Severe Weather**

The school will endeavour to stay open for as long as possible, however there may be occasional unseasonable weather conditions which result in the school having to be closed. Any information on snow days will be broadcast on the radio and on the school Twitter account and via social media.

## **Smoking on School Premises**

Smoking on site is prohibited by law. Our smoke free site extends to the playground, field and car park. We work very closely with GASP to promote non-smoking with pupils and I would like to demonstrate good practice if at all possible.

## **Dogs on School Sites**

Please do not bring dogs into the school site. There is a States Ordinance which prohibits dogs being brought onto school premises.

*The details in this booklet are not intended to create contractual relationships and may be varied in the light of changing circumstances.*